

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Legal Secretary I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Requires skill in and knowledge of legal secretarial work and legal office practices. Requires the performance of general legal secretarial work (e.g., processing legal documents of all types, both civil and criminal; and assisting in litigation, both civil and criminal).

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Depending upon assignment, under close supervision of the City Attorney, Deputies, Assistants or, occasionally, other senior staff, assists in preparing legal documents, some unique to municipal law offices, including ordinances, resolutions, agreements, contracts, police general orders, legal pleadings and discovery (criminal and civil); Completes claim work in civil suits by preparing preliminary accident reports; and assists in the final execution and distribution of the documents, where required. Similarly assists in collecting delinquent personal property taxes.
2	S	Depending upon assignment, under close supervision as described above, opens, indexes, maintains, organizes and closes Departmental files.
3	S	Depending upon assignment, under close supervision as described above, assists in maintaining Code Books and other Law Department and City records (e.g., updating code books, and scheduling and calendaring meetings, depositions and trials).
4	S	Depending upon assignment, under close supervision as described above, performs general legal secretarial duties (e.g., preparing and formatting legal documents; answering multi-line telephones; answering general inquiries to the Law Department; preparing certified mail receipts; filing and notarizing legal documents; transcribing dictation; sending facsimile and e-mail correspondence; and general typing and photocopying).

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	High School graduate or equivalent with training in office-related work, such as: reading, writing, filing and typing (typewriter and computer).
Experience	Entry level.
Certifications and Other Requirements	No specific certification requirements.
Reading	Ability to read legal documents, instructions, reports and code books.
Math	Ability to perform general math calculations in a municipal legal/business context (<i>e.g.</i> , addition, subtraction, multiplication, division, and calculating percentages).
Writing	Commensurate with experience requirement and essential functions described above, ability to compose or assist in composing initial drafts of general municipal legal/business office correspondence of all types. Work is performed at entry-level and/or basic level.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	None.
Complexity	Work requires very little judgment or independent thinking; work is performed under close supervision and within the limits of departmental standard practices and procedures, in accomplishing diversified duties and functions.
Interpersonal / Human Relations Skills	Contacts and works with many others in positions of lesser and greater responsibility within the City and outside it, including: members of similar departments within the City; members of similar private organizations; and members of various state and federal agencies.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, mail distribution.
Sitting	C	Computer deskwork, answering telephone, listening to Dictaphone.
Walking	F	Inter-office, to/from office equipment, to/from meetings, mail distribution.
Lifting	O	Files, office supplies, legal books.
Carrying	O	Files, office supplies, legal books.
Pushing/Pulling	O	File cabinet drawers, chairs, and computer equipment.
Reaching	F	Files, office supplies and folders.
Handling	O	Files, boxes.
Fine Dexterity	C	Computer keyboard, typewriter, talking on phone.
Kneeling	O	Filing.
Crouching	O	Filing.
Crawling	O	Picking up items.
Bending	F	Filing.
Twisting	F	Filing, desk to computer.
Climbing	R	Stairs.
Balancing	N	
Vision	C	Computer, deskwork, reading, writing, filing, use of office equipment.
Hearing	C	Transcribing dictation, telephone, attorney, supervisor, co-worker, public.
Talking	C	Telephone, attorneys, co-workers and public.
Foot Controls	C	Dictaphone.
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Dictaphone, fax machine, copy machine, hole punch, stapler, telephone, calculator, rolodex

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)